

**ADMINISTRATIVE-INTERNAL USE ONLY**

DD/O 78-0437

PEWS 78-231

DD/A Registry

78-0491

DCD-057/78  
16 January 1978

MEMORANDUM FOR: Acting Deputy Director for Administration **STATINTL**

FROM :

Chief, [REDACTED]

THROUGH :

Chief, [REDACTED]  
Deputy Director for Operations  
Director of Personnel

**STATINTL**

SUBJECT : Request for Restored Leave Account

1. Shortly after my reassignment to [REDACTED] Headquarters in July 1977, I learned that attendance at the U.S. Military Academy was creditable service for purposes of leave and retirement. Although full documentation was available in my official personnel file, this service was not included at the time my Service Computation Date was established. At my request my records were again reviewed, and on 26 August 1977 my SCD was adjusted to include my four years at the Military Academy. I was granted a lump-sum of 197 hours annual leave on 23 September 1977 as a result of this adjustment. **STATINTL**

2. My recent assignment to Headquarters has resulted in my inability to utilize all my annual leave in excess of the authorized 240 hour ceiling. Between my July assignment to Headquarters and the end of the year I have assumed new functions, first as Deputy Chief, [REDACTED] **STATINTL**

**STATINTL**

E2 IMPDET CL BY 386090

**ADMINISTRATIVE-INTERNAL USE ONLY**

057/78  
16 January 1978

STATINTL

SUBJECT: Request for Restored Leave Account

I was obliged to prepare the Division's Program Plan due on 6 January 1978. These various responsibilities caused me to forfeit 67 hours of regular annual leave as well as the entire 197 hours lump-sum granted on 23 September.

3. It is requested that a restored leave account be established for a period of two years for the 197 hours of annual leave granted as a result of the recomputation of my Service Computation Date. This request is made based on the fact that the lump-sum leave adjustment was made late in the leave year and as outlined above, it was not possible to schedule 197 hours of leave prior to 1 January 1978.

STATINTL

CONCUR:

STATINTL

ion

20 January 1978  
Date

26/1/78

Date

3 FEB 1978

Date

istration

6 Feb 1978

Date

☐ UNCLASSIFIED

INTERNAL

☐ CONFIDENTIAL

☐ SECRET

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400070001-3

# ROUTING AND RECORD SHEET

DD/A Registry

File Personnel-2

SUBJECT: (Optional)

Request for Restored Leave Account -- [REDACTED]

STATINTL

FROM:

Acting Director of Personnel  
5 E 58 HQ

EXTENSION

NO.

DATE

3 FEB 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

EO/DOA  
MR FITZWATER

RECEIVED

3 FEB 1978

6 FEB 1978

FORWARDED

INITIALS

1. Acting Deputy Director  
for Administration

An administrative error did occur, but [REDACTED] was "made whole" and, technically, he had time left in the year to use the lump-sum leave. However, I sympathize with the case, as circumstances were against his using the leave: the lump sum was granted late in the leave year; and, simultaneous with the leave adjustment, he started two new jobs, he was given responsibility for the [REDACTED] Task Force, and he was assigned to a DDO promotion panel. The fact that he also lost 67 hours of annual leave in addition to the 197 hours of adjusted leave appears to substantiate his contention that he was not able to get away from his duties.

Recommend approval as a matter of equity to the employee.

STATINTL

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DD/A Registry  
78-0491

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UNCLASSIFIED

INTERNAL

CONFIDENTIAL

SECRET

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Staff A

EXTENSION

3767

NO.

DATE

16 January 1978

STATINTL  
STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

913 Key

20 JAN 1978

/

STATINTL

2.

3.

DDO/REG  
7E22

23 JAN 1978

/

4.

5.

DDO  
7E22

23 JAN 1978

Bz

6.

C/CMS

23 JAN 1978

for coordination

7.

D/PERS  
5E13

3 FEB 1978

JF  
BBS  
gk

8.

9.

ADDA  
7D18

6 FEB 1978

3

10.

11.

12.

13.

14.

15.